



# Dormansland Parish Council

Parish Clerk – Lisa Liggins  
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**Members of Dormansland Parish Council are summoned to the 19<sup>th</sup> Annual Meeting of the Parish Council to be held at 7.00 pm on Wednesday, 15<sup>th</sup> May 2019 in The Parish Rooms, The Platt, Dormansland.**

**To be immediately followed by the ordinary meeting of the Parish Council**

Signed .....

9 May 2019

Lisa Liggins, Parish Clerk

## AGENDA

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| 1 | Election of Chairman and to sign the Declaration of Acceptance of Office                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2 | Election of Vice Chairman and to sign the Declaration of Acceptance of Office                                                                                                                                                                                                                                                                                                                                                                                                       |
| 3 | Declaration of Acceptance of Office – All members to sign a Declaration of Acceptance of Office in relation to the Code of Conduct, based on the principles of public life set out in Section 27, Localism Act 2011                                                                                                                                                                                                                                                                 |
| 4 | Declarations of Interest - Members to update their current entries in the Register of Members Interests                                                                                                                                                                                                                                                                                                                                                                             |
| 5 | To receive Apologies for Absence                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 6 | To receive and approve Minutes of the 18 <sup>th</sup> Annual Meeting held on 2 <sup>nd</sup> May 2018                                                                                                                                                                                                                                                                                                                                                                              |
| 7 | To review and appoint Councillors to committees, working parties and responsibilities <ul style="list-style-type: none"> <li>• Planning Committee</li> <li>• Neighbourhood Plan</li> <li>• Highways</li> <li>• Footpaths/hedges</li> <li>• Consultations</li> <li>• Allotments</li> <li>• Hub Project</li> <li>• Speedwatch</li> <li>• Review of the Effectiveness of Internal Control</li> </ul>                                                                                   |
| 8 | To review and appoint Councillors to serve as representatives of the Parish Council on the following outside bodies: <ul style="list-style-type: none"> <li>• Surrey Association of Local Councils</li> <li>• Community Care</li> <li>• Lingfield &amp; Dormansland Fairtrade</li> <li>• GACC/Gatwick Airport issues</li> <li>• Lingfield Library Committee</li> <li>• Trustees of the Lingfield Guest House</li> <li>• St John’s Church Graveyard</li> <li>• Sure Start</li> </ul> |

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| 9  | To appoint representatives on the following bodies: <ul style="list-style-type: none"> <li>• HWCAAG</li> <li>• Lingfield United Trust</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 10 | To confirm the arrangements for insurance cover in respect of all insured risks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 11 | To review and approve payment of the following annual subscriptions: <ul style="list-style-type: none"> <li>• Surrey Association of Local Councils</li> <li>• SLCC</li> <li>• Zurich Insurance</li> <li>• Surrey County Playing Fields Association</li> <li>• GACC</li> <li>• TVSC</li> <li>• Satswana</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 12 | General Power of Competence<br>To resolve whether Dormansland Parish Council meets the relevant criteria and is eligible to use the General Power of Competence in accordance with the Localism Act 2011 ss 1 – 6.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 13 | To resolve the following documents/policies have been read and agreed by all council members: <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Financial Orders</li> <li>• Risk Assessment</li> <li>• Statement of Internal Control</li> <li>• Annual Review of Effectiveness of Internal Audit</li> <li>• Code of Conduct</li> <li>• GDPR Website and Privacy Notice</li> <li>• Complaints Procedure</li> <li>• List of Assets</li> <li>• Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998</li> <li>• Document Retention and Disposal Policy</li> <li>• Information and Data Protection Policy</li> <li>• Defensive Discretions Policy</li> </ul> |
| 14 | To authorise the following regular monthly payments: <ul style="list-style-type: none"> <li>• Clerk's Salary</li> <li>• Clerk's pension with Surrey Pension Fund</li> <li>• Clerk's expenses</li> <li>• HMRC (PAYE &amp; NIC - paid quarterly)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 15 | Consideration of Chairman's Allowance for ensuing year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 16 | Consideration of Members' Allowance for ensuing year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 17 | Consideration of approved mileage allowance for ensuing year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 18 | To confirm approval of ordinary meeting schedule up to and including the next annual meeting of the full council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 19 | To confirm list of bank signatories                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 20 | To confirm appointment of internal auditor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 21 | To confirm that Members give their consent to receive summonses and all correspondence electronically                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

**DPC ordinary meeting to follow**